

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Name of Planning Director/Commission Chair]  
[Planning Department/City Council]  
[City/County Name]  
[Department Address]  
[City, State, Zip Code]

**RE: Zoning Reclassification Application for [Property Address/Parcel ID]**

Dear [Name of Official],

I am writing to formally request a zoning change for the property located at [Property Address], currently identified as Parcel [Parcel ID]. I am requesting that the zoning designation be changed from [Current Zoning, e.g., Single-Family Residential] to [Requested Zoning, e.g., Multi-Family High Density].

The purpose of this request is to allow for the development of a multi-family residential project consisting of [Number of Units] units. The proposed development will include [Brief Description, e.g., three-story buildings, underground parking, and green space].

We believe this change is consistent with the City's Comprehensive Plan for the following reasons:

- **Housing Need:** The project addresses the growing demand for diverse housing options in this area.
- **Infrastructure:** The site is located near existing public transportation, utility lines, and major roadways.
- **Economic Impact:** This development will increase the local tax base and provide construction jobs.
- **Compatibility:** The design ensures a smooth transition between the subject property and surrounding land uses.

Attached to this letter are the formal application forms, site plans, an environmental impact summary, and the required filing fee. We look forward to presenting this proposal at the upcoming Planning Commission meeting scheduled for [Date, if known].

Thank you for your time and consideration of this application.

Sincerely,

[Signature]

[Printed Name]

[Title/Capacity, e.g., Property Owner or Lead Developer]